Malone Center for Career Engagement
Career Ambassadors 2017-18 Academic Year

Job Title: Career Ambassador
Department: Malone Center for Career Engagement
Hours: 10 hours per week; requires some evening and weekend hours (must commit to full academic year)
Pay: $8 per hour

Please submit resume and cover letter to Lauren Payne lauren.payne@furman.edu by Monday, April 24th.

Administrative:

- Serve as the first point of contact for all guests visiting the Center for Career Engagement.
- Answer the phones, respond to general email inquiries, and schedule student appointments.
- Assist with collection and entry of data for annual First Destinations Survey.
- Assist with general office support; including filing, data entry, job postings and making copies.

Marketing:

- Develop effective marketing strategies to increase student use of Center for Career Engagement resources, services and programs.
- Promote services and programs effectively through Social Media campaigns.
- Create flyers and other promotional materials.
- Contribute to the development of content for the Center for Career Engagement newsletters and website.

Outreach:

- Introduce and educate students about the benefits of utilizing the Center for Career Engagement’s resources and services.
- Deliver presentations on the Center for Career Engagement resources and services in resident halls, classrooms, and student organization meetings.
- Represent the Center for Career Engagement at special events such as Career Fairs, Graduate School Fairs, On-campus Recruiting events.

Qualifications:

- Excellent communication and interpersonal skills
- Demonstrated public speaking skills
- Strong writing skills
- Proficient in Microsoft Office Word, Excel, PowerPoint
- Proficient in social media platforms including LinkedIn, Facebook, and Instagram
- Preference given to students with graphic design, video design, and website design experience